

LANDMARK ALTERATION CERTIFICATE APPLICATION

Date Submitted: _____ Property Address: _____

District: _____ Landmark name: _____

Applicant name: _____ Office
Phone: _____

Mobile Phone: _____ Fax: _____

Relationship to project (e.g., architect, contractor): _____

Applicant's Mailing Address: _____

Property owner's name: _____ Day-Time Phone: _____

Property owner's full address: _____

This above information is required in order to fully process this application.

To assist us in reviewing your project, please provide a project description in the space provided below. Include *all* of the exterior alterations proposed for the property. Please submit the completed application, along with any supporting information, prior to your first design review meeting. If you have questions, or to schedule an appointment for review, please contact Bohdy Hedgcock at (303) 441-4293.

We look forward to working with you on your proposal!

PROJECT DESCRIPTION Please list all exterior alterations proposed for the property.

TYPE OF ALTERATION Please check all that apply.

<input type="checkbox"/> New Addition	<input type="checkbox"/> Roof Repair
<input type="checkbox"/> New Garage**	<input type="checkbox"/> Deck
<input type="checkbox"/> Demolition**	<input type="checkbox"/> Dormer(s)
<input type="checkbox"/> Window(s)	<input type="checkbox"/> Skylight(s)
<input type="checkbox"/> Door	<input type="checkbox"/> Paint
<input type="checkbox"/> Fence	<input type="checkbox"/> Porch
<input type="checkbox"/> New Roof	

Required:

<input type="checkbox"/> Lot size (in square feet)
<input type="checkbox"/> Total existing square feet
<input type="checkbox"/> Proposed additional square feet
<input type="checkbox"/> Existing height
<input type="checkbox"/> Proposed height

Other (please specify): _____

****Requires a public hearing**

What to Bring to Your Review

Please submit this completed application form and the supporting materials prior to the design review meeting. To make the most of your design review, it must illustrate what you have in mind very clearly and accurately. *Final approval cannot be given without the required documentation listed below.*

The following documentation is required to initiate 'conceptual' review by the Design Review Committee:

- ☐ Photographs (photos of existing building and surrounding context)
- ☐ Drawings (sketches or scaled drawings of the proposal)

The following documentation is required for final review and approval:

- ☐ Scaled site plans
- ☐ Elevations (usually 1/4" = 1' scale)
- ☐ Materials (brick/stone samples)
- ☐ Colors (paint/stain color chip)
- ☐ Photographs (photos of existing building all sides and surrounding context)
- ☐ Manufacturer's/catalogue "tear" sheet
- ☐ For fences, please bring drawings to scale showing dimensions, including spacing between rails.

It is also helpful if you provide:

- ☐ Building sections
- ☐ Floor plans
- ☐ Study model (additions)

COMMITTEE COMMENTS ABOUT THE PROPOSAL:

NEXT STEPS: _____ **PUBLIC HEARING?** **YES** **NO**

The Design Review Committee cannot deny an alteration application, however, any *one* Committee member can require a full-board hearing.